

1 **BILL NO. 2009-1**

2 **ORDINANCE NO. \_\_\_\_\_**

3 AN ORDINANCE TO REVISE THE COMPOSITION OF THE RECORDS MANAGEMENT  
4 COMMITTEE, ADOPT THE MOST RECENT VERSION OF THE MINIMUM RECORDS  
5 RETENTION SCHEDULES FOR LOCAL GOVERNMENTS IN NEVADA, AND PROVIDE FOR  
6 OTHER RELATED MATTERS.

6 Proposed by: Beverly K. Bridges, City Clerk

Summary: Revises the composition of the  
Records Management Committee, and adopts  
the most recent version of the minimum records  
retention schedules for local governments in  
Nevada.

9 THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN  
10 AS FOLLOWS:

11 SECTION 1: Title 2, Chapter 60, Section 30, of the Municipal Code of the City of  
12 Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

13 **2.60.030:** A records management committee is hereby established and shall be composed of the  
14 following[:] (or their respective designees):

15 (A) The City Manager; [or his designee;]

16 (B) The City Attorney; [or his designee;]

17 (C) The City Clerk;

18 (D) The City Auditor;

19 (E) The Director of Finance and Business Services; [or his designee;]

20 (F) The Director of Public Works ; [or his designee; and]

21 (G) The Director of Information Technologies; [or his designee.]

22 (H) The Director of Detention and Enforcement; and

23 (I) The Municipal Court Administrator.

24 SECTION 2: Title 2, Chapter 60, Section 70, of the Municipal Code of the City of  
25 Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

26 **2.60.070:** (A) A record may be disposed of only in accordance with the records retention  
27 schedule that has been approved for records of that type.

28 (B) The following documents [entitled "Local Government Records Retention

Schedules” and “Nevada Local Government Records Program Manual,” adopted by the Nevada State Library and Archives Division on June 26, 2007,] are hereby adopted by the City[.];

(1) “Nevada Local Government Records Program Manual,” as adopted by the Nevada State Library and Archives Division on June 26, 2007; and

(2) “Local Government Records Retention Schedules,” as adopted by the Nevada State Library and Archives Division on June 26, 2007, and as subsequently amended on August 28, 2008.

➡ The respective retention periods that are established in those documents shall be the minimum periods for which the records of the City, other than judicial records and other documents of the Municipal Court, must be retained.

(C) The City may establish periods of retention longer than those designated by the State for any particular class of record. Further, the City may establish retention schedules for any record not addressed by the State’s schedules. Any schedule proposed to be established pursuant to this Subsection (C) shall be submitted to the Records Management Committee for its approval and, after such schedule has received the approval of the Records Management Committee, the City Clerk shall submit the same to the City Council for its approval. Such approval shall be accomplished by ordinance.

(D) The disposition of judicial records and other documents of the Municipal Court shall be governed by a records retention schedule that is approved by the Judges of the Municipal Court by a court rule that is adopted in accordance with the rules of the Nevada Supreme Court. Such schedule shall become effective upon its approval by a majority of the Judges of the Municipal Court and shall establish a system of records management for Municipal Court to be implemented by the Court Administrator.

SECTION 3: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision,

1 paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections,  
2 subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional,  
3 invalid or ineffective.

4 SECTION 4: All ordinances or parts of ordinances or sections, subsections, phrases,  
5 sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada,  
6 1983 Edition, in conflict herewith are hereby repealed.

7 PASSED, ADOPTED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

8 APPROVED:

9  
10 By \_\_\_\_\_  
OSCAR B. GOODMAN, Mayor

11 ATTEST:

12 \_\_\_\_\_  
13 BEVERLY K. BRIDGES, CMC  
City Clerk

14 APPROVED AS TO FORM:

15 Val Steed 12-23-08  
16 Date

1 The above and foregoing ordinance was first proposed and read by title to the City Council on the  
2 \_\_\_\_\_ day of \_\_\_\_\_, 2009, and referred to the following committee composed of  
3 \_\_\_\_\_ and \_\_\_\_\_ for recommendation;  
4 thereafter the said committee reported favorably on said ordinance on the \_\_\_\_\_ day of  
5 \_\_\_\_\_, 2009, which was a \_\_\_\_\_ meeting of said Council; that at said  
6 \_\_\_\_\_ meeting, the proposed ordinance was read by title to the City Council  
7 as first introduced and adopted by the following vote:

8 VOTING "AYE": \_\_\_\_\_

9 VOTING "NAY": \_\_\_\_\_

10 ABSENT: \_\_\_\_\_

11  
12 APPROVED:

13  
14 By \_\_\_\_\_  
OSCAR B. GOODMAN, Mayor

15 ATTEST:

16 \_\_\_\_\_  
17 BEVERLY K. BRIDGES, CMC  
City Clerk